

**PLANNING BOARD
VILLAGE OF WARWICK
FEBRUARY 10, 2026
Minutes**

**LOCATION:
VILLAGE HALL
77 MAIN STREET, WARWICK, NY
7:30 P.M.
MAXIMUM OCCUPANCY- 40**

The Regular Meeting of the Planning Board of the Village of Warwick was held on Tuesday, February 10, 2026, at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present was Chairman Jesse Gallo, Board Members: Scot Brown, Bill Olsen, and Vanessa Holland. Bryan Barber was absent. Also, present was Planning Board Administrator, Kristin Bialosky, Planning Board Engineer Keith Woodruff, Attorney Elizabeth Cassidy, Mr. and Mrs. Ulrich, Matthew Morales, Emily Enders, David Jones and Tyler Folino.

Chairperson, Jesse Gallo called the meeting to order and led in the Pledge of Allegiance. Kristin Bialosky held the roll.

Acceptance of Planning Board Minutes

A **MOTION** was made by Scot Brown, seconded by Bill Olsen and carried for the Acceptance of Planning Board Minutes Work Session December 9, 2025.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye
Bill Olsen Aye Vanessa Holland Aye

A **MOTION** was made by Scot Brown, seconded by Bill Olsen and carried for the Acceptance of Planning Board Minutes January 13, 2026.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye
Bill Olsen Aye Vanessa Holland Aye

Applications

1. **24 Howe St; Shed; DL Jones**
<https://villageofwarwickny.gov/24-howe-st-site-plan-shed/>
Site Plan Application - Public Hearing

VILLAGE OF WARWICK
PLANNING BOARD

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Planning Board of the Village of Warwick will hold a public hearing at the Village of Warwick Village Hall, 77 Main Street, Warwick, NY 10990 on February 10, 2026 at 7:30 p.m. or as soon thereafter as possible on the application of David and Cecille Jones for site plan approval to authorize construction of a 10 x 24 shed (with variances), located at 24 Howe Street, Village of Warwick (SBL 210-14-13). A copy of the application is available for review in the Building/Planning Department located at 77 Main Street, Warwick, NY 10990 during regular business hours.

By Order of the Planning Board of the Village of Warwick

Jesse Gallo
Chairman

DATED: January 15, 2026

Discussion:

The first application on the agenda was 24 Howe Street. Chairman Gallo stated that the purpose of the meeting was to conduct a public hearing regarding the application. The Board was asked whether there were any questions or follow-up items from prior meetings for the project. It was confirmed that there were no outstanding questions from the Board, Attorney, Elizabeth Cassidey or Planning Board Engineer Keith Woodruff. It was noted that no revised plans had been submitted since the previous meeting and that the application materials remained as previously presented. A motion was made to open the public hearing. Chairman Gallo read the public hearing above.

Open the Public Hearing for 24 Howe St.

A **MOTION** was made by Scot Brown, seconded by Bill Olsen and carried to Open the Public hearing for 24 Howe St.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

Following the motion to open the public hearing, the Chairman invited members of the public to speak and asked that anyone wishing to comment stand and state their name for the record. No members of the public were present to speak. Planning Board Attorney Elizabeth Cassidy confirmed that no written comments or correspondence had been received and that all required mailings and publications had been completed and confirmed. A motion was then made to close the public hearing.

Close the Public Hearing for 24 Howe St.

A **MOTION** was made by Bill Olsen, seconded by Vanessa Brown and carried to Close the Public hearing for 24 Howe St.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

The Chair asked if there were any additional comments to review. It was noted that no new submission had been provided and that the comments remained largely the same as previously discussed. In anticipation of the meeting, the Planning Board Attorney circulated a draft resolution for the Board's consideration. She reviewed the resolution, noting that the public comment section would be revised to reflect that no public comment or correspondence was received in response to the public hearing notice.

The Attorney further reviewed the findings set forth in the resolution, stating that the application is not subject to General Municipal Law §239 referral and is classified as a Type II action under SEQRA. The Board must make findings that the project satisfies the objectives and design standards set forth in Village Code §145-91. Specifically, the proposed shed is consistent with the style and scale of the surrounding neighborhood and will not alter existing access or traffic patterns.

The resolution recommends granting site plan approval subject to standard conditions, including submission of required copies, payment of all outstanding fees, and confirmation from the Planning Board Attorney and Village Engineer that all conditions have been satisfied prior to the Chair signing the plans. The resolution also provides that all conditions must be fulfilled within 12 months or the approval will expire, unless an extension is granted for good cause. All conditions must be satisfied prior to issuance of a building permit pursuant to Village Code §145-98. The resolution clarifies that no approval is granted for any elements depicted on adjoining properties and incorporates the Village's construction hours.

A specific condition requires the applicant to satisfy the review comments of the Village Engineer dated January 7, 2026, as well as the Attorney's comment memorandum dated January 13, 2026. It was further discussed that the shed is not intended to be habitable space, and this clarification would be added as a condition of approval.

The Board confirmed there were no additional conditions to add. A motion was made to approve the resolution as drafted, with the noted revisions.

Draft Resolution for 24 Howe St.

A **MOTION** was made by Scot Brown, seconded by Vanessa Holland and carried to Draft the Resolution for 24 Howe St.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

It was clarified that the next step is for the applicant to revise the site plan as discussed and submit it to the Planning Board Attorney and Village Engineer for review prior to printing final copies. The applicant indicated that the signature block would be updated by pasting the corrected block with the appropriate numbers onto the existing plan. It was confirmed that because the plan is not stamped or signed, there are no Education Law requirements implicated. The Board also confirmed that a separate existing survey is on file and is not being altered. Given the de minimis nature of the application, the Board expressed comfort with this approach. The applicant was asked to provide a PDF copy of the revised plan for review before producing final printed copies.

Before the meeting concluded, Mr. Jones inquired about the Architectural Review Board opening and expressed potential interest in serving. It was explained that members of that board are appointed by the Mayor and that he must submit his request through the Village Clerk's office. The individual was directed to contact the Village Clerk for further information.

The applicant stated an intention to complete the project promptly and not seek an extension. The Board Attorney reminded the applicant that the resolution includes a 12-month expiration provision and that, if necessary, an extension may be requested for good cause. It was noted that extension requests are typically granted when warranted.

2. **23 Wheeler Ave; Enders Morales**
<https://villageofwarwickny.gov/23-wheeler-ave-two-story-addition-sbl-207-5-8/>
Site Plan Application

Discussion:

The next item on the agenda was the site plan application for 23 Wheeler Avenue. The Chair invited the applicant to provide an update and noted that the applicant had recently appeared before the Zoning Board of Appeals and obtained the required variances. The applicant confirmed that the proposal involves construction of a two-story addition at the rear of the property and that variances were granted for side yard setback, total side setback, and distance to an accessory structure.

Planning Board Attorney Elizabeth Cassidy stated that she had received a letter from the Orange County Department of Planning dated September 26 reflecting a local determination. The County comments were described as de minimis and would be incorporated as conditions of approval. She also noted that the applicant had already completed the merger of the lots, so that would not need to be included as a condition. With the variances granted, the only action required at this meeting was to schedule a public hearing for the Planning Board's March meeting.

Village Engineer Keith provided additional review comments, requesting that the plans identify the location of existing water, sewer, and gas services to confirm that the proposed addition will not require modifications to those utilities. He also requested that notes be added to the plans stating that no trees will be removed as part of the project; that the existing retaining walls along the creek will not be modified; that no changes are proposed to the two existing accessory structures; and that the existing vegetation screening adjacent to the Village parking lot will be maintained to the extent possible. Finally, he requested that the plan sheets be numbered (e.g., 1 of 3, 2 of 3, 3 of 3). It was determined that these revisions were not significant enough to require reprinting prior to the public hearing.

The applicant confirmed availability for a March 10 public hearing. A motion was made to schedule the public hearing for March 10.

Schedule Public hearing for March 10, 2026 23 Wheeler Ave

A **MOTION** was made by Scot Brown, seconded by Vanessa Holland and carried to Schedule Public Hearing for March 10, 2026 23 Wheeler Ave.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

A discussion followed regarding the process for merging lots. It was explained that if both lots are under the same ownership and all property taxes are fully paid, the process is relatively simple. The property owner need only submit a letter to the Town Assessor requesting that the

lots be merged. No new survey or plan is required because the action involves eliminating a lot line and reducing development rights, rather than creating a new lot.

It was noted that the County's processing time for updating tax records often takes longer than the request itself. The Board further discussed that many older subdivisions, particularly from the 1930s and 1940s, contain multiple small lots that may not be independently buildable. In such cases, property owners sometimes own several adjacent lots with a single house constructed across them, and merging those lots can simplify ownership.

It was also explained that merging lots typically does not increase property taxes and may, in some cases, reduce them. For example, certain flat-rate charges, such as refuse or recycling fees, may be billed per lot. By merging two lots into one, an owner may receive only one tax bill and eliminate duplicate base charges. In appropriate situations, particularly where a lot is landlocked or otherwise not independently usable, a merger can be both practical and cost-effective.

3. 30 Brady Rd.; Multi-Family; Rutherford
<https://villageofwarwickny.gov/30-brady-rd-multi-family-site-plan/>
Site Plan Application

Discussion:

The final item added to the agenda was the application for 30 Brady Road, a multi-family site plan. The Planning Board Attorney explained that this matter had previously been before the Board several months ago. The applicant is proposing to replace an existing single-family residence with a four-unit multi-family building. Because the proposal requires a special use permit, it must also be reviewed by the Village Board in addition to the Planning Board.

The Attorney apologized for the procedural change and explained that, at a prior meeting, the Planning Board had declared itself Lead Agency under SEQR. However, because multiple agencies are involved, she recommended revising the prior resolution to instead declare the Board's intent to serve as Lead Agency and to initiate a coordinated review. She noted that she had discussed the matter with the Village Attorney's office to streamline the SEQR process and avoid duplicative environmental reviews. The applicant's consultant had been notified and indicated agreement with this approach.

It was explained that modifying the prior resolution to declare intent and circulate for coordinated review would allow the Planning Board to conduct a single SEQR review upon which the Village Board could rely, rather than requiring each Board to complete separate SEQR determinations. The Attorney requested that the Board revise its November 12th resolution accordingly.

Planning Board to Declare Intent to be lead agency pursuant to SEQOR and to undertake a coordinated review.

A **MOTION** was made by Scot Brown, seconded by Bill Olsen and carried for the Planning Board to Declare Intent to be lead agency pursuant to SEQOR and to undertake a coordinated review.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

The Board thanked the Planning Board Attorney for her guidance regarding the SEQOR procedure. She explained that the reason for declaring “intent” to serve as Lead Agency is that another involved agency, such as the Village Board, has the right to object and seek Lead Agency status. In practice, it was noted that the Planning Board typically serves as Lead Agency and objections are rare.

It was clarified that the 30 Brady Road application had not required Zoning Board of Appeals review but had appeared before the Architectural Review Board. Because the application involves a special use permit, it must proceed before the Village Board as well as the Planning Board.

The Attorney further explained that there has been discussion regarding whether the proposed four-unit building should be classified as “multi-family” or “apartment” under the Village Code. The Planning Board attorney has requested a formal determination from the Building Inspector to clarify the classification. It was explained that while the distinction is subtle, “multi-family” uses have specific standards in the Code, whereas “apartment” uses are subject only to general standards. The definition of multi-family implies a vertical arrangement rather than side-by-side units. The Building Inspector will issue an interpretation, and if the applicant disagrees, that determination may be appealed to the Zoning Board of Appeals. It was noted that the Planning Board does not have authority to interpret zoning definitions.

The Board also discussed unit limitations, clarifying that allowable density is based on lot size and acreage. There is no inherent numerical cap independent of those dimensional requirements.

There being no further questions, a motion was made and seconded to adjourn the meeting.

Adjournment

A **MOTION** was made by Vanessa Holland, seconded by Scot Brown, and carried to adjourn the regular meeting at approximately 8:15 p.m.

The vote on the foregoing **motion** was as follows: **APPROVED**

Bryan Barber Absent Scot Brown Aye Jesse Gallo Aye

Bill Olsen Aye Vanessa Holland Aye

Kristin Bialosky, Planning Board Administrator